

UNIVERSITY OF CALIFORNIA AT LOS ANGELES



ROBERT ERNEST COWAN

## UNIVERSITY OF CALIFORNIA.

# JOINT REGULATIONS

OF THE

# FACULTY OF LETTERS

AND THE

FACULTIES OF SCIENCE.

FEBRUARY, 1885.



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### JOINT REGULATIONS

OF THE

# FACULTY OF LETTERS AND THE FACULTIES OF SCIENCE.

#### ORGANIZATION OF INSTRUCTION.

§ 1. There are established Eight Rogular Courses of study, leading directly, under conditions hereinafter stated (See especially §45), to corresponding degrees, namely:—

In charge of the Faculty of the College of Letters,—

- The Classical Course, leading to the degree of A.B.;
- The Literary Course, leading to the degree of B.L.;
- III. The Course in Letters and Political Science leading to the degree of Ph.B.

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- The Course in Agriculture;
- V. The Course in Mechanics;
- VI. The Course in Mining;
- VII. The Course in Civil Engineering;
- VIII. The Course in Chemistry:

each of which leads regularly to the degree of B.S.

- To each of these Regular Courses there shall pertain an established curriculum of studies, prescribed or elective, arranged in the order of four successive years, as exhibited in the annual Register of the University.
- There are permitted, in addition, Courses at Large . and Partial Courses, not leading directly to any degree, but

through each of which, on the conditions pertaining to the status of the student pursuing it, as specified below in  $\gtrsim 10$ , 14, and 45, some one of the above-named degrees is possibly attainable.

#### II. STATUS OF STUDENTS.

- § 4. In respect to status, students are classed as Graduate and Undergraduate; and Undergraduates as Regular Students, Students at Large, and Partial Course Students, the latter being further classified as Special Students and Limited Course Students.
- ₹ 5. Graduate Students are such graduates of the University, or other institution empowered to confer like degrees on an equivalent basis, as are in residence and pursuing advanced or special studies under the direction of a Faculty.
- § 6. Regular Students are such Undergraduates as are candidates for a degree in some one of the eight Regular Courses. They are ranked in Four Classes, of a year's work each, namely, the Fourth or Freshman, the Third or Sophomore, the Second or Junior, and the First or Senior. Their total work per week must not be less than fifteen hours in the recitation-room, lecture-room, laboratory, or field; except that, in the second term of the Senior year, the required number of hours shall be fourteen. But, in making up this total, three hours of work in the laboratory or the field shall count as one. (See also §§ 19, 20, 22, 26.)
- § 7. Students at Large are Undergraduates pursuing purely elective courses, which may include any subject taught in the University, provided the conditions for taking it, specified in §14, are complied with. They must elect such a schedule of studies as will make up the number of hours required of a Regular Student. (See also §§ 19, 20, 22, 26.)
- § 8. Special Students are Partial Course Students of mature character, pursuing some one line of special study, with its correlated branches; a minor will not, ordinarily, be admitted to the privileges of a Special Student. Special Students must make out and observe such a schedule of hours given to their specialty and its allied branches as

the professors or instructors in charge of the same may approve, and shall deposit the schedule with the Recorder before beginning their work. (See also & 19, 21, 22, 26.)

- § 9. Limited Course Students are Partial Course Students who, by reason of ill health or other disability, are unable to pursue more than a limited number of studies, or who cannot remain at the University long enough to complete a Regular Course. They must deposit with the Recorder, before beginning their work, such a list of studies as the proper Faculty may as prove. (See also §§ 19, 21, 22, 26.)

### III. CONDITIONS OF ADMISSION AND RESIDENCE.

- § 11. All Graduate Students, before taking up their residence, must register themselves at the office of the Recorder, and deposit with that officer a list of the studies they intend to pursue; this must designate the professors or instructors under whose direction they propose to work, and must be signed by the latter. Graduates of other institutions must furnish satisfactory evidence of their graduation.
- ₹ 12. All Applicants for admission as Undergraduates, before the opening of the entrance examination at which they wish to present themselves, must file with the Recorder, who will furnish blanks for the purpose, an Application Paper, stating the Course and Status for which application is made, and such other matters of information as the blanks may designate. They must also deposit with the Recorder a certificate of good moral character. In case they elect to divide their entrance examination as per-

mitted in §17 below, they must file a separate application paper for each partial examination.

- 1. English. A short composition, correct in spelling, punctuation, paragraphing, and grammar, upon a subject announced at the time of the examination, and taken, until further notice, from the following works:—Tom Brown's School Days at Rugby; Scott's Lady of the Lake; Irving's Alhambra; Thackeray's Newcomes; Shakespeare's Merchant of Venice and Julius Caesar (Rolfe's or the Clarendon Press edition). Applicants will also be required to analyze sentences from these works, and to pass an examination on the first seventy-one lessons in Kellogg's Text-book on Rhetoric.
- 2. Arithmetic. Including the metric system. The technical parts of Commercial Arithmetic, viz., banking, profit and loss, commission, taxes, duties, stocks, insurance, exchange, and average of payments, are not insisted on.
- 3. ALGEBRA. (a) To Quadratic Equations; including the various methods of factoring, the theory of exponents, integral and fractional, positive and negative, and the calculus of radicals.
- (b) Quadratic Equations, both single and simultaneous, their solution and their theory; including all the recognized methods of solution and all equations reducible to the quadratic form; formation of equations from given roots.
- 4. Plane Geometry. (a) All of plane geometry except the metrical properties of regular polygons and the measurement of the circle.
- (b) The general properties of regular polygons, their construction, perimeters, and areas; and the measurement of the circle, including the different methods for the determination of the ratio of the circumference to the diameter.

- 5. HISTORY AND GEOGRAPHY. History of the United States, and the general facts of Physical and Political Geography. Barnes's Brief History of the United States, and the geographies used in the first grade grammar schools, will serve to indicate the amount of knowledge expected.
- 6. LATIN. Caesar, Gallic War, Books I.-IV. (or Civil War, Books I.-II.); Cicero, the Four Catilinarian Orations; with questions, in both cases, on the implied grammar and on the subject-matter and the corresponding archaeology; translation into Latin of simple English sentences.
- 7. Latin. Cicero, the Orations Pro Archia Poeta and Pro Lege Manilia; Vergil, Aeneid, Books L-VI.; with questions, in both cases, on the implied grammar, on the subject-matter and the corresponding archaeology, and, in the case of of Vergil, on the prosody; sight translation of easy Latin prose; translation into Latin of brief connected narratives.
- 8. Greek. Xenophon, Anabasis, Book I., with questions on the subject-matter, archaeology, and grammar (with especial reference to etymology); White's First Lessons in Greek, lessons I.-LX.; translation into Greek of simple English sentences.
- 9. Greek Xenophon, Anabasis, Books 11.-1v., or Goodwin's Greek Reader, pp. 37—111; Homer, Iliad, Books 1.-11., omitting the catalogue of ships; with questions on the grammar (with especial reference to etymology), subjectmatter, archaeology, and prosody; Jones's Greek Prose Composition, or its equivalent; sight translation of easy Greek prose.
- 10. Ancient History and Geography. (a) Greek History to the death of Alexander, with the connected Geography.
- (b) Roman History to the death of Commodus, with the connected Geography.

Smith's Smaller History of Greece, and Smith's Smaller (or Leighton's) History of Rome will serve to indicate the amount required.

- 11. Physics. The elements of the subject, taught experimentally, as shown in some such work as Gage's Elements of Physics; Peck's Ganot (or a real equivalent) will cover the ground. Until 1887, any one of the topics included under Subject 12 following will be accepted as an equivalent for the Physics.
- 12. Any ONE OF THE FOLLOWING: (a) Chemistry; (b) Botany; (c) Physiology; (d) Mineralogy; (e) Plane Trigonometry; (f) Free-hand Drawing.
- 13. HISTORY. History of England. Gardiner's History for Schools will indicate the amount. General history will be accepted instead, in unusual cases.
- 14. English. The examination in this Subject will presuppose thorough study of the selections named below. The candidate should be prepared to elucidate in full the meaning of any passage in the works assigned; to paraphrase such passage; to point out the rhetorical figures in it; to answer questions concerning the lives of the authors and the subject-matter and structure of the works studied. The history of words should also receive attention, Skeat's Etymological Dictionary being taken as the authority. For the present, the examination in word-derivation will be limited to Spenser's Prothalamion.

Until further notice, the examination will be upon the following works:—Scott's Lay of the Last Minstrel; Whittier's Snow-Bound; Longfellow's Evangeline; Lowell's Sir Launfal; Sir Roger de Coverley; Burke's Works, edited by Payne, Vol. I.; and Hales's Longer English Poems, omitting Wordsworth's Laodamia and Shelley's Adonais.

- § 14. Groups of Subjects for the Several Courses. Of the foregoing Subjects, one of the following Four Groups, or parts of them, must be taken, according to the Course and Status applied for:—
- I. For the Classical Course, Subjects 1, 2, 3a, 4a, 5, 6, 7, 8, 9, and 10.
- II. For the Literary Course, Subjects 1, 2, 3a, 4a, 5, 6, 7, 10, 11, and 14.

- III. For the Course in Letters and Political Science, Subjects 1, 2, 3a, 4a, 5; and either 6, 7, 8, 9, and 10; or 6, 7, 10, 11, and 14; or 3b, 4b, 11, 12, and 14. But a signal failure in Subject 14 will exclude the applicant from this Course.
- IV. For any of the five Courses in Science, Subjects 1, 2, 3(a and b), 4(a and b), 5, 11, 12, and either 6 or 14.

For a Course at Large, either of the Four Groups required for admission to a Regular Course, as the applicant may elect. And in case the applicant proposes, if admitted, to take any study out of the prescribed order, all the examinations required for its pursuit by a Regular Student must be passed before admission.

For a Special Course, such of the General List of Subjects as, in the judgment of the professors or instructors in charge of the special line of studies intended, are requisite for its proper pursuit. The list thus approved must be deposited with the Recorder before the examination. No applicant who has failed in the entrance examination for a Regular Course or a Course at Large will be allowed to take a Special Course.

For a Limited Course, Subjects 1, 2, 3a, 4a, and 5; and, in addition, any in the General List that are requisite to the studies sought by the applicant; if advanced studies are sought, the applicant must pass all the examinations conditional to them that are required of Regular Students. The exact list of requisite subjects must be ascertained through the Recorder, and deposited with him before the examination.

- § 15. Applicants who pass their entire entrance examination without conditions will be credited with honors in the subjects in which they pass with especial excellence.
- § 16. Times and Places of Examination. At the end of May, annually, there will be held simultaneously at Berkeley, Los Angeles and Marysville the First Entrance Examination, continuing through the Thursday, Friday and Saturday following the annual Commencement in the College of Letters and the Colleges of Science.

In August following, annually, at the beginning of the first term, the Second Entrance Examination will be held at Berkeley only, continuing through Wednesday, Thursday and Friday.

No applicant for admission will be examined at any other time, except for reasons of the most exceptional urgency.

₹ 17. Preliminary Examinations. Any applicant for admission to a Regular Course or to a Course at Large may, at option, pass the entire entrance examination at one time or divide it between two years, passing part of it as a preliminary examination in one year, and completing the remainder the next year. But neither the preliminary examination nor the remainder in completion may be divided between the May and August examinations of the same year.

Applicants will not be admitted to the preliminary examination without certificates from their teachers that they are prepared in the subjects they offer. These certificates must be addressed to the Recorder of the Faculties, Berkeley, and must be in his hands previous to the examination.

Certificates of partial admission will only be issued for subjects passed without conditions, nor will any certificate be issued to an applicant who does not pass in at least five of the subjects offered. These subjects must be confined to Subjects 1, 2, 3a, 4a, 5, 6, 8, 10 (a or b), and 11 of the General List (See §13), which must be grouped for the several Courses as follows:—

- I. For the Classical Course, Subjects 1, 2, 3a, 4a, 5, 6, 8, and 10 (a or b).
- II. For the Literary Course, Subjects 1, 2, 3a, 4a, 5, 6, 10 (a or b), and 11.
- III. For the Course in Letters and Political Science, Subjects 1, 2, 3a, 4a, 5; and either 6, 8, and 10 (a or b); or 6, 10 (a or b), and 11; or 11 and (if the applicant electit) 6.
- IV. For any of the five Courses in Science, Subjects 1, 2, 3a, 4a, 5, 11, and (if the applicant so elect) 6.

For a Course at Large, either of the preceding groups. But for no Course will an examination be granted on part of a Subject.

§ 18. Admission from Approved Public Schools. By a Regulation adopted by the Board of Regents, March 4, 1884, it is established, that—

"Upon the request of the Principal of any public school in California whose course of study embraces, in kind and extent, the subjects required for admission to any College of the University, a committee of the Faculty will visit such school, and report upon the quality of the instruction there given. If the report of such committee be favorable, a graduate of the school, upon the personal recommendation of the Principal, accompanied by his certificate that the graduate has satisfactorily completed the studies of the course preparatory to the College he wishes to enter, may, at the discretion of the Faculty, be admitted without examination."

### IV. MATRICULATION, SUBSCRIPTION, AND ATTENDANCE.

§ 19. No student will be admitted to the exercises of any professor or instructor, except as authorized by the official list of his students furnished to each officer by the Recorder. No student's name can appear upon this list except after issuance, to each, of the Recorder's certificate of admission, authorized by vote of the proper Faculty on the results of the entrance examination; nor, in the case of Regular Students and Students at Large, until each has duly matriculated (See № 20, 22); nor, in the case of Partial Course Students, until each has made proper subscription of the Roll (See № 21, 22); nor until the student, of whatever status, has duly presented to the Recorder the list of elective and optional studies, as required in № 26 below.

 whether by the Regents, the Academic Senate, or the Faculty of the particular tollege in charge of the student, and enters upon the privileges of a prospective graduate.

- §21. Every Partial Course, Student, whether taking a Special or a Limited Course, shall, immediately upon coming into residence each year, present to the Recorder the certificate of admission, and in his presence and that of the President shall subscribe the Roll of Partial Course Students; by this act taking up the same allegiance to the University, and to the particular College, as that assumed by matriculated students, as described in the preceding section, and entering upon the privileges appertaining to the Partial Status. But these privileges are limited to the single academic year at the beginning of which they are granted.
- § 22. Upon matriculation or subscription, as described and required in the two preceding sections, the President will sign the student's certificate of admission, which on this condition, but not otherwise, becomes valid for the purpose designated in § 19.

### V. STUDIES: PRESCRIBED, ELECTIVE, AND OPTIONAL.

₹23. For each of the eight Regular Courses there is a minimum of prescribed studies. In addition to this minimum, as it is laid down for each term, every Regular Student must each term elect such other studies as may be necessary to make up the full number of hours required per week (See ₹6). The elective studies must be taken in the order allofted to them in the Four Years regularly assigned to each Course.

Every Student at Large must make up each term a list of studies, entirely elective, sufficient to fill up the same number of hours per week as are required of Regular Students (See § 7).

- - § 25. In addition to the studies, prescribed and elective,

requisite to make up the number of hours required per week, Regular Students and Students at Large, if they appear to be equal to the additional labor, will be permitted to take a proper number of Optional Studies. Such optional studies shall be subject to the same conditions of attendance, though not necessarily of examination, as prescribed and elective studies; but students taking them, upon previously obtaining the consent of the professor or instructor in charge of each, may, if they wish, be admitted to the examinations in them, provided they accept the risk of being conditioned or of failing.

Special Students also may be permitted to take optional studies, under the conditions just specified. But this privilege will not be extended to students in a Limited Course.

Students desiring to take optional studies must apply for permission to the President, and afterwards, with the President's written consent, to the professor or instructor in charge. But no student will be allowed to take an optional study who is under a condition, or who is doing prescribed and elective work in a merely passable manner.

₹ 26. All students must submit to the Recorder a complete list of their studies, elective and optional, within three days after the opening of each term. Any student who fails to do so will be debarred from all the privileges of the University until the list is submitted, and the consequent absences from exercises will be recorded as unexcused (See ₹39).

### VI. CHANGE OF STATUS, COURSE, OR STUDIES.

₹ 27. No student may change either the Status, the Course, or any study, originally undertaken, or elected, or sought as optional, except by the distinct consent of the Faculties and particular professors or instructors concerned. Such consent must be sought of the proper Faculty or Faculties by a petition accompanied with the approval of the professors or instructors directly concerned, and presented through the Recorder. Nor may any student drop any study once taken, without like consent, obtained in a like manner.

- § 28. No student will be granted any change in Status or in Course, who is still under a condition received at an examination. Nor will such privilege be granted to any student in low standing, except it be shown, to the satisfaction of the Faculty or Faculties conceived, that such standing is owing to want of adaptation, and is likely to be remedied by the change.
- § 29. No Limited Course Student, no Special Student, and no Student at Large, can become a Regular Student unless, in addition to the petitioning prescribed in § 27, all the examinations requisite to a Regular Course are duly passed.
- § 30. No Regular Student who fails to maintain the Regular Status will be allowed to become a Partial Course Student or a Student at Large.

### VII. EXAMINATIONS, CONDITIONS, AND FAILURES.

- ∦ 32. Examinations will be held at the end of each term, and at no other time. They will, as far as practicable, be conducted in writing, and a maximum time will be assigned beforehand for each, which no candidate will be allowed to exceed. This time shall not be more than three hours.
- ∦ 33. The approved results of examinations, and of term-work whenever a record of the latter is kept, will be ranked in Four Grades, as defined in ∤ 44 below. A record below the fourth grade, if the deficiency is moderate, will subject the student to a *condition*; if the deficiency is total, or even very great, the result will be recorded as *failure*.
- ₹34. Students other than those in a Limited Course, who are free from conditions, may during the exam-

ination-period at the end of any term present themselves for examination in subjects additional to those in which they are required to be examined. If their general rank in their required examinations proves to be not lower than the third grade, any of the additional examinations in which they attain a rank not lower than the third grade will be put to their credit.

- § 35. No book, manuscript, or other source of information, shall be brought into any examination-room, except by the explicit order of the examiner. Nor shall any student, in the course of an examination, have any communication with another student for any reason whatever.
- § 37. Any student tardy at an examination, will be debarred from taking it, and reported as conditioned; and the condition shall stand, and be subject to the same regulations as any condition ordinarily imposed.

- § 40. All students conditioned upon any examination after entrance (For the regulations governing entrance conditions, see § 43 below) must be re-examined in its subject at the end of the next term, except that Seniors conditioned in December must be re-examined (See § 45) in the first week after the recess in March following; but all students that *fail* in any examination, must repeat its subject with the next Class.
- § 41. Any Regular Student who fails in examinations representing half the work of the term, will be remanded

to the next lower Class. Limited Course Students, in the like case, will be dropped from the Roll.

§ 42. On re-examination after being conditioned, all Regular Students and Students at Large that do not pass will be required to repeat the deficient subjects with the Class that next takes them. But Regular Students whose total deficiencies after re-examination represent half the term-work preceding the examination at which they were conditioned, will be remanded to the Class from which they were conditionally promoted. Limited Course Students who do not pass when re-examined, must repeat the subject with the proper Class; unless their deficiencies represent half their term-work at the time they were conditioned, in which case they will be dropped from the Rolf.

§ 43. All Entrance Conditions must be made up before the first term of the student's Sophomore year; no student will be admitted to the Sophomore Class who has an unremoved entrance condition.

Conditions imposed at the entrance examination in May, may be made up, if the student prefers, at the entrance examination in the following August. An entrance condition in a subject continued in the University, and in which the conditioned student attains a rank not lower than the third grade, may be removed by the proper Faculty on the recommendation of the officer of instruction in charge of the subject. All entrance conditions not thus removed (including those in subjects not continued in the University) must be made up at the May or the August entrance examination next following the student's Freshman year.

#### VIII. Grades of Scholarship.

\$ 44. On the aggregate record for the various Courses in the University, all students will be ranked in the Four Grades established in \$33 for ranking the results of the examinations, and the entire credit-roll of each student will be made up on the following basis:— A

student ranking in the first grade in a study having one exercise a week will be credited with a mark of 95 a term; in a study having two exercises a week, the same student will be credited with a mark of twice 95 a term; and so on. A student ranking in the second grade will be credited with a mark of 85; in the third grade, with a mark of 75; and in the fourth grade, with a mark of 60: all the marks subject to multiplication on the same conditions and in the same proportion as the mark of the first grade. From the aggregate thus obtainable an average mark will be deduced for the student's whole course, by the ordinary rule, and each student will be ranked in one of the Four Grades accordingly.

### IX. Degrees, and Certificates of Excellence.

₹ 45. No student will be recommended for a degree until all conditions imposed at any time during the course have been finally and satisfactorily removed, and the Recorder's report shows a completely clear record. All examinations of candidates must have been passed prior to the regular meeting of the Faculties for recommending candidates for degrees.

Students other than Regular, who intend becoming candidates for degrees at any Commencement, must present the total schedule of studies upon which they propose to rest their candidacy (See § 10) to the proper Faculty for approval, at its first meeting in the term at the end of which they wish to graduate.

§ 46. Certificates of excellence will be voted to such students only, as, being otherwise entitled to them (See § 10), satisfy the same conditions in respect to a clear record that are required in § 45 of candidates for a degree.

### X. DISCIPLINE.

§ 47. General Principles. It is presumed that students are in attendance at the University with an earnest purpose, and that they know the difference between good and bad conduct, between faithful and unfaithful work.

Moreover, it is believed that good mental and moral hab-

its, especially honor, open dealing, and propriety of behavior, are better cultivated by holding students responsible for setting and observing a proper standard than by attempting to secure it by rules with prescribed penalties. Whenever, therefore, the Faculties become convinced that a student, either because of improper conduct or neglect of duty, is not making a proper use of the advantages of the University, they will withdraw its privileges, or take such other action as may seem to them best. Further, each case will be judged in the light of the attendant circumstances, so that the same apparent offense, whether in common conduct or in academic duty, will not necessarily be visited with the same penalty.

- ₹ 48. Leave of Absence. Leave of absence indicates that the student has been absent from one or more college exercises for sufficient reason, but it does not excuse the student from making up exercises thus lost. Certificates of leave of absence must be presented to officers of instruction, and afterwards filed with the Recorder, within a week of their expiration, otherwise the absences will be recorded as unexcused (See ₹ 39). Leave of absence may ordinarily be obtained from the President.
- § 49. Honorable Dismissal. Honorable Dismissal indicates that the student has withdrawn from the University in good standing. It may be obtained by petitioning the proper Faculty. Without such petition, no record of Honorable Dismissal will be made.
- $\ensuremath{\emptyset}$  50. Grades of Censure. Censure will be expressed in the Four Grades of Probation, Suspension, Dismission, and Expulsion.
- (1).—Probation indicates that the student is in danger of exclusion from the University.
- (2).—Suspension is exclusion from the University for a definite period.
- (3).—Dismission is exclusion for an indefinite period, and with the presumption that the student's connection with the University will be ended by it.
- (4).—Expulsion is the highest academic censure, and is a final exclusion of the student from the University.



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